



A N N O U N C E M E N T

WE INVITE YOU TO APPLY FOR THE FOLLOWING VACANT POSITION

Position Title : **WATER RESOURCES FACILITIES OPERATOR B / JG 5**

Item Nos. 196-212

Location : National Irrigation Administration Region 4-B
Mindoro Oriental-Marinduque-Romblon
Irrigation Management Office
Pula-Bansud River Irrigation System

I. Minimum Qualification Requirements:

Education : High School Graduate or Completion of relevant vocational/trade course

Experience : None required

Training : None required

Eligibility : Water Resources Facilities Operator (MC 10, s. 2013, Cat II)

II. Duties & Responsibilities:

- Undertake the operation (closing and opening) of dam steel gates;
- Responsible in the implementation of the agreed NIA-IA water delivery schedule from head of the irrigable area up to the tail end;
- Assist the Senior Water Resources Facilities Technician SWRF in the preparation of weekly List of Irrigated Planted Area (LIPA) in coordination with Irrigators Association (IA);
- Distribute bills;
- Perform other related functions.

III. Assessment Process:

1. Initial Assessment Steps
 - a. HR Pre-screening
 - b. Human Resource Merit Promotion and Selection Board (HRMPSB) screening
2. Further Assessment Steps
 - a. Work-related Written examinations
 - b. Panel interview
 - c. Other related tests, i.e., IQ Test/Personality Test, as deemed necessary

IV. Documentary Requirements:

Kindly read all the instructions to avoid any inconveniences with your application. Please make sure that all documents submitted are CLEAR and READABLE . **Unclear or pixelated documents as well as incomplete documentary requirements shall not be considered.**

- All interested qualified applicants shall submit the following to the Office of the Regional Irrigation Manager, Attn.: Administrative Section, NIA Regional Office IV-B, Bayanan II, Calapan City, Oriental Mindoro.
 - a. Letter of Application indicating the position applied for submission not later than the 15th working days from publication.
AUG 0 5 2025
 - b. Updated Personal Data Sheet (CSC Form No. 212 Revised 2017 and Work Experience Sheet); which can be downloaded at www.csc.gov.ph;
 - c. Latest Performance Rating in the present position (if applicable)
 - d. Photocopy of Eligibility/Rating/License



- e. Photocopy of Certificates of training/seminars attended.
- f. Photocopy of TOR and Diploma
- g. Certificates of Employment from previous and present employment (if applicable)
- ***Applicants must submit one (1) set of documents for every position being applied for.***

V. Other Relevant Information:

- Candidate/s found by the HRMPSB to have met the minimum qualification requirements (Item I) and have successfully hurdled the Assessment Process (Item III) will be certified by the HRMPSB as qualified for appointment/promotion to the subject vacancy.

Note: This Agency informs you, our Data Subject, of your rights and our obligations under Republic Act No 10173 or the Data Privacy Act of 2012. For any personal data/information you provided by which you can be identified, rest assured that it will only be used in accordance with the law and the Agency's Data Privacy Policy.

The National Irrigation Administration also applies the Equal Employment Opportunity Principle (EEOP) in its Recruitment, Selection, and Placement System.


**ENGR. RONILIO M.
CERVANTES**
Regional Manager A

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